

## **REQUEST FOR PROPOSALS**



### **Wicker Park Bucktown Chamber of Commerce SSA #33**



#### ***Community Video Production Services***

Wicker Park Bucktown Chamber of Commerce (WPBCC) & Special Service Area #33, is seeking a video production company to film and edit educational video materials concerning Chamber & Special Service Area #33 programs.

Wicker Park Bucktown Special Service Area #33 intends to increase organizational transparency by providing shortform educational videos that explore multiple Special Service Area #33 programs and services (i.e. Safety/Security Rebates, Snow Removal Services, Community Grants, etc.) to be housed on our website ([www.wickerparkbucktown.org](http://www.wickerparkbucktown.org)). WPBCC would like to create videos highlighting our annual programming of events, networking, new and long-term businesses, etc. **Videos will ideally range 3-5 minutes long and be repurposed for social media platforms.**

#### ***Scope of Work:***

Contractor will be responsible for filming and editing video footage, including:

- Talking head-style interviews of Chamber & SSA #33 Staff and Vendors, discussing different events and programs.
- B-Roll within the boundaries of Wicker Park and Bucktown and SSA #33 that exhibits ongoing programs or services and that highlights what makes our business district unique and worth visiting and bringing your business here.
- Screen recordings of SSA #33 website and forms.

Contractors will also be responsible for providing all of their own filming and editing equipment, including cameras, audio & lighting equipment, editing software, etc.

WPB Chamber & SSA #33 Staff will be responsible for coordinating schedules to be available for interview footage, as well as providing the finalized scripts for each educational video. Contractor may be asked to consult on the script to best fit filming needs.

#### ***Proposals should include:***

- Samples of previous video production projects (experience with educational filmmaking and nonprofits preferred).
- Project schedule for a 3-5 minute video.
- Estimated cost of production (Please offer pricing per video, up to 7 videos total)
- Three client references

Please refer to *Attachment A: SSA #33 Service Map*. If you have questions prior to submission, please email us at [ssa33@wickerparkbucktown.com](mailto:ssa33@wickerparkbucktown.com)

**Submission Deadline:**

Friday, March 13, 2026 at 5pm

**Proposals should be sent via:**

Email (preferred method) to: [ssa33@wickerparkbucktown.com](mailto:ssa33@wickerparkbucktown.com)

Or in person or by mail to:

Wicker Park Bucktown Chamber of Commerce

Attention: SSA #33

1414 N Ashland Ave

Chicago, IL 60622

Late proposals will not be accepted or considered.

**Attachment A**



Wicker Park | Bucktown  
SSA #33 Service Map